

REVISED: 11/24/2014

NOTICE OF INTENT TO CONTRACT N40085-15-R-0016 INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACT FOR MECHANICAL AND ELECTRICAL ENGINEERING SERVICES IN SUPPORT OF PROJECTS LOCATED PRIMARILY AT NAVAL STATION NORFOLK, NORFOLK, VIRGINIA, AND NAVAL SUPPORT ACTIVITY HAMPTON ROADS, NORFOLK, VIRGINIA

DESCRIPTION:

ALL INFORMATION NEEDED FOR INTERESTED PARTIES TO SUBMIT A STANDARD FORM (SF) 330, ARCHITECT-ENGINEER QUALIFICATIONS IS CONTAINED HEREIN. THERE IS NOT A SEPARATE RFP PACKAGE TO DOWNLOAD.

This proposed single award contract is for licensed plumbing, mechanical and electrical engineering (A-E) services as described below and will be procured in accordance with the Brooks Act as implemented by FAR Subpart 36.6. It is being solicited as TOTAL SMALL BUSINESS SET ASIDE. Engineering services are required for one (1) Indefinite Delivery Indefinite Quantity (IDIQ) Contract. The projects will primarily be located at naval installations located within the Naval Station Norfolk, Norfolk, Virginia and Naval Support Activity Hampton Roads, Norfolk, Virginia, but may also include other installations within NAVFAC Atlantic and Mid-Atlantic areas of responsibility.

PROJECT INFORMATION:

Projects may involve single or multiple disciplines primarily for mechanical and electrical, but may also include fire protection and/or other disciplines that may be deemed incidental to the work. Projects may also include serving as mechanical and electrical consultants to the in-house engineering design staff at Public Works Department, Norfolk. It is anticipated that projects with an Estimated Construction Cost of less than \$5,000,000 will be performed under the resultant contract; however, larger projects may be performed at the discretion of the Contracting Officer. Projects may include the following engineering and design services, but are not limited to, (a) Building construction and addition of Special Projects and MILCON facilities; (b) General building renovation work; (c) Development of Design-Bid-Build packages; (d) Development of Design-Build Request for Proposal (RFP) packages; (e) Conducting Life Safety Code Studies; (f) Engineering design of site work, communications, fire protection, energy conservation systems, and utilities; (g) Development of requirements and project scope; (h) Preparation of engineering evaluations; (i) Preparation of unit guidance costs or parametric cost estimating; (j) Development of alternatives and economic analysis; (k) Analysis of proposed sites for utilities, access, constraints and identification of environmental, sustainable design and anti-terrorism/force protection issues; (l) Government collateral equipment lists; (m) USGBC LEED Checklists and Sustainable Design Reports; (n) Developing building commissioning requirements; (o) Project preliminary hazard analysis, obtaining permits and regulatory approvals; (p) Review of contractor submittals, field consultation and inspection during construction; (q) Title II Inspection; (r) Electronic Operation and Maintenance Support Information (eOMSI); and (s) Record document preparation.

Facility types may include, but are not limited to, personnel housing facilities (Bachelor Enlisted Quarters (BEQ) and Bachelor Officers Quarters (BOQ)); office facilities; training facilities (operational, maintenance and classroom); and industrial maintenance facilities (Vehicle Maintenance Shops, Shore Intermediate Maintenance Activities, Aircraft Maintenance Hangars, Public Works Shops, Warehouses).

The Naval Facilities Engineering Command, is presently using Design-Bid-Build as their preferred method for acquiring capital improvements. Although, Design-Bid-Build methodologies (with the preparation of 100% Plans and Specifications) will continue to be utilized, a significant number of projects will require preparation of Requests for Proposal packages for Design-Build solicitations using abbreviated (0% - 30%) design documentation. Packages would include elements of site/engineering

investigation and function/ performance specifications. Phases and/or pre-priced contract options may be included and will be exercised at the discretion of government for 0% to 35% design, 35% to 100% design, and post construction contract award services. Options are normally exercised within several months of completing prior work; however, delays of up to one year are possible.

As part of this contract, an asbestos and/or lead-based paint assessment may be required to determine presence of hazardous material during removals/demolition or at utility points of connections. Firms must be able to accept work that involves asbestos, lead paint, PCBs, and other hazardous materials. Work will be prepared utilizing AutoCAD 2010 or higher. Specifications will be prepared using SPECINSTACT SGML program, and cost estimates using the Success estimating program in a Work Breakdown Structures (WBS) system format. Selected firm will be required to provide documents in PDF format for posting to a Government web site for solicitation. All design and engineering services shall comply with the most current edition of UFC 1-300-09N Design Procedures, and other requirements as indicated on the Whole Building Design Guide Web Site (www.wbdg.org). Firms are advised that the selected firm, its subsidiaries or affiliates which design or prepare specifications for a construction contract cannot provide the construction services for the same contract. This includes concept design, which includes preparation of project programming documents (DD Form 1391), facility studies, environmental assessments, or request for proposals for Design-Build projects, or other activities that result in identification of project scope and cost. This contract requires that the selected firm have on-line access to email via the Internet for exchange of correspondence/information.

The A-E must demonstrate its qualifications with respect to the published criteria for all services. The A-E must demonstrate its and each key consultant's qualifications with respect to the published evaluation factors for all services. Evaluation and selection will be based on the most highly qualified firm upon evaluation of the selection criteria stated herein. Selection criteria (1) through (7) are of equal importance; factor (8) is of lesser importance and will be used as a tie-breaker among technically equal firms. Specific selection criteria are as follows:

Criterion 1 - Professional Qualifications (SF 330 Part 1 Section E and Section G):

Offerors will be evaluated in terms of the technical competence by discipline of the individual design team members, including the A-E firm's design staff and its consultants. The evaluation will take into account education, active professional registration(s), and the experience of the design team members in the types of work required. At a minimum, the design team shall be comprised so that the team holds professional registrations in each of the major engineering disciplines and shall specifically include a registered fire protection engineer. The design team should demonstrate knowledge of local codes, laws, permits and construction materials and practices of the NAVFAC MIDLANT Area of Responsibility. The offeror should demonstrate any experience of staff members specifically on projects addressed in Evaluation Criterion 2. The offeror will be evaluated on their proposed management plan. The evaluation will consider the office management and organizational structure, including personnel roles in the organization, and management's approach to engaging and fully integrating with consultants to assure that designs are in compliance with standards, codes, and construction practices.

Submission Requirements: The offeror shall provide the following in their submission: 1) resumes for all proposed key personnel in the SF330 Part I Section E. Resumes are limited to one page each and should cite project specific experience and indicate the proposed role in this contract. Resumes should also indicate professional licensure and/or the ability to obtain environmental and other permits from the State of Virginia; 2) professional registration, certification, licensure and/or accreditation of the design team members; 3) indicate whether the key personnel hold a security clearance, and if so, what level; 4) indicate the participation of the key personnel in the example projects in the SF 330 Part 1 Section G; 5) provide verifiable evidence that the firm is permitted by law to practice the professions of engineering (i.e., state registration number). A professional license number and the state where licensed provided in

the SF 330 Section E, box 17, is acceptable; and 6) provide a management plan that demonstrates the office management and organizational structure, including personnel roles in the organization. The plan should include management's approach to engaging and fully integrating with consultants to assure that designs are in compliance with standards, codes, and construction practices.

Criterion 2 - Specialized Experience (SF 330 Part 1 Section F). Offerors will be evaluated based on the demonstration of recent experience (within the past five years) in the type of work required or evidence of similar relevant experience and in the following areas: a) Designing and providing construction documents for various A-E projects; b) Experience with multi-phased design and construction programs; c) Performing facility planning, developing of requirements, preparing engineering evaluations, project scope, and unit guidance or parametric cost estimating. Project development includes the development of alternatives and economic analysis, utilities access, constraints, and identification of environmental issues; d) Designing projects to Navy's or other DOD agencies' criteria; e) On-site functional analysis and on-site schematics, space programming and budgetary or parametric cost engineering; f) Designs using AutoCAD SPECSINTACT, and NAVFAC cost estimating; g) Evidence of prior experience or of the skills needed in the preparation of design/build Request for Proposal packages; h) Evidence of experience of both the firm and key personnel in and knowledge of the federal acquisition process; i) The firm's experience in providing construction phase services (shop drawing review, record drawings preparation, construction inspection services, and OMSI; and j) Knowledge of Virginia codes, laws and permitting procedures.

Submission Requirements: The Offeror shall provide a minimum of four (4) projects or up to a maximum of eight (8) projects that were completed within the past five (5) years and best illustrate specialized experience of the proposed team. If the project submitted was a Design Bid Build (full design), then the design must be complete. If the project was Design Build, the Design Build construction contract must be complete. All projects provided in the SF 330 must be completed by the office/branch/regional office/individual team member actually proposed to manage and perform work under this contract. Projects not meeting this requirement will be excluded from evaluation. Block 24 shall include the following for each example project: Experience as prime or consultant (please identify), contract number or project identification number, contract period of performance, award contract value, current contract value and a summary of the work performed that demonstrates relevance to specialized experience as outlined above.

Projects not completed will be excluded from evaluation consideration. For submittal purposes, a task order on an IDIQ contract is considered a project. **Do not list an IDIQ contract as an example of a completed project. Instead, list relevant completed task orders that fit within the definition above.** Failure to provide requested data, accessible points of contact, or valid phone numbers will result in a firm being considered less qualified.

Note: If the Offeror is a joint venture (JV), information should be submitted as a joint venture; however, if there is no information for the joint venture, information should be submitted for each joint venture partner not to exceed a combined total of eight (8) projects. If a project was performed by a joint venture, and all joint venture partners are not on the team proposed for this contract, the offeror/team should specifically address the work performed by the joint venture partner offering/teaming on this contract. Likewise, if the offeror/team member worked as a subcontractor on a project, the description should clearly describe the work actually performed by the offeror/team member and the roles and responsibilities of each on the project, rather than the work performed on the project as a whole. If the project description does not clearly delineate the work performed by the entity/entities offering/teaming on this contract, the project will be eliminated from consideration.

Criterion 3 - Past Performance (SF 330 Part 1 Section H). Offerors will be evaluated based on past performance with Government agencies and private industry in terms of work quality, innovation, compliance with schedules, cost control, overall safety record, and stakeholder/customer satisfaction. The evaluation of past performance will be based on information provided for on Past Performance Questionnaires (PPQs) for Criterion 2 projects (see submission requirements below) and may include other information provided by the firm, customer inquiries, Government databases, and other information available to the Government including information from the points of contact provided by the offeror. Failure to provide requested data, accessible points of contact, or valid phone numbers may result in a firm being considered less qualified. NOTE: Past performance information for projects listed under Criterion 2 will be given greater weight.

Submission Requirements: If a completed CPARS/ACASS evaluation is available for a project under criterion 2, it shall be submitted with the completed SF 330 PACKAGE. If there is not a completed CPARS/ACASS evaluation, the Past Performance Questionnaire (PPQ) included in this notice is provided for the A-E firm or its team members to submit to the client for each project the A-E firm includes under Criterion 2, Specialized Experience. The A-E Firm shall not submit a PPQ when a completed CPARS/ACASS is available. If a CPARS/ACASS evaluation is not available, the offeror shall ensure that correct phone numbers and email addresses are provided for the client point of contact. Completed PPQs should be submitted with the SF 330. If the offeror is unable to obtain a completed PPQ from a client for a project(s) before the response date set forth in this notice, the offeror should complete and submit with the offer the first page of the PPQ, which will provide contract and client information for the respective project(s). A-E firms should follow-up with clients/references to ensure the timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Vivienne Moore, via email at vivienne.moore@navy.mil, prior to the response date. A-E firms shall not incorporate by reference PPQs or CPARS/ACASS previously submitted in response to other A-E services procurements. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation.

In addition to CPARS/ACASS and/or PPQs, provide past performance by the Prime and team members on contracts with government agencies and private industry in terms of work quality, innovation, compliance with schedules, cost control, overall safety record, and stakeholder/customer satisfaction. Briefly discuss cost control procedures and adherence to project schedules.

Criterion 4 - Quality Control Program (SF 330 Part 1 Section H): Offerors will be evaluated based on the ability of the internal quality control program to ensure the technical accuracy of the design and engineering services in the aforementioned areas.

Submission Requirements: Offerors shall submit a quality control plan that will be utilized for this contract. The plan should, at a minimum, identify the firm's designated quality control manager and describe the authorities assigned to that individual. The plan should also discuss the quality control procedures in place and how those procedures extend to consultants utilized by the firm.

Criterion 5 – Geographic Location (SF 330 Part 1 Section H):

The offeror will be based on their location in the general geographical area of the anticipated projects, their knowledge of locate site conditions and applicable regulatory requirements and their ability to ensure timely response to request for on-site support.

Submission Requirements: The offeror shall indicate location of the office that will be performing the work, including main offices, branch offices, and the offices of the design team members. The offeror shall provide narrative to demonstrate the design team's knowledge of the Hampton Roads Area, Virginia as it pertains to this contract.

Criterion 6 - Capacity (SF 330 Part 1 Section H): The offeror will be evaluated based on the following criteria: a) The capacity of offeror and project teams to accomplish multiple, large, and small projects simultaneously, b) the ability of the offeror to complete work within different and disperse locations, and c) the ability to sustain the loss of key personnel while accomplishing work within required time limits, to ensure continuity of services and ability to meet surges in unexpected project demands.

Submission Requirements: The offeror shall demonstrate the design team's ability to concurrently perform and manage multiple projects in different locations to meet aggressive schedules and control costs. The offeror shall describe the responsibilities of team members and consultants. The offeror shall discuss past working experiences and relationships with key consultants. The offeror shall indicate the firm's depth of staff experience, present workload, and the availability of the project team (including consultants) for the specified contract performance period.

Criterion 7 - Sustainable Design (SF 330 Part 1 Section H): Offerors will be evaluated in terms of their knowledge and demonstrated experience in applying sustainability concepts through an integral design approach and designing in accordance with the U.S. Green Building Council, Leadership in Energy and Environmental Design (LEED) Green Building Rating System, Low Impact Development, Energy Policy Act of 2005 and Energy Independence and Security Act of 2007. Identify examples indicating design team (including consultants) experience and concepts employed, LEED certification points anticipated and final LEED points awarded, and LEED certified professionals proposed for this contract.

Submission Requirements: Provide a narrative that describes examples of the design team's (including consultants) experience and concepts employed on past projects to comply with the sustainable design criteria outlined above. Identify the design team's involvement on projects achieving LEED certification and provide the number of LEED accredited professionals proposed for this contract.

Criterion 8 - Volume of DoD Work (SF 330 Part 1 Section H): Offerors will be evaluated based on work previously awarded to the firm by DoD within the past 36 months.

Submission Requirements: The offeror shall provide a list of DoD contracts awarded to the firm within the past 36 months. The submission shall include a dollar value for each contract/task order awarded. Firms with multiple offices should indicate which office was awarded the contract/task order. Joint ventures should list awards to the JV entity and separately list awards to each individual JV member.

CONTRACT INFORMATION:

The duration of each contract will be for one (1) year from the date of an initial contract award with four (4) additional one year option periods. The total amount that may be paid under this contract (including option years) will not exceed \$15,000,000.00 for the entire contract term. The minimum guarantee for the entire contract term (including option years) will be satisfied by the award of the initial Task Order. The options may be exercised within the time frame specified in the resultant contract at the sole discretion of the Government subject to workload and/or satisfaction of the A&E performance under the subject contract. There will be no dollar limit per task order and no dollar limit per year. No other general notification to firms for other similar projects performed under this contract will be made. Type of contract: Firm Fixed Price Indefinite Delivery Indefinite Quantity Contract. Estimated start date is March 2015. It is anticipated that projects with an Estimated Construction Cost of less than \$5,000,000 will be performed under the resultant contract; however, larger projects may be performed at the discretion of the Contracting Officer. This proposed contract is being solicited as small business set-aside and only small businesses may submit a package. The appropriate NAICS for this contract is 541330. The small business size standard classification for this contract is \$15,000,000.

All contractors are advised that registration in the System for Award Management (SAM) is required prior to award of a contract. Failure to register may render your firm ineligible for award. If you are submitting as a Joint Venture, the Joint Venture must be registered in the SAM system. The System for Award Management (SAM) is a Federal Government owned and operated free web site that consolidates the capabilities in CCR / FedReg, ORCA, and EPLS. For more information, check the website at www.sam.gov.

SUBMITTAL INFORMATION:

Architect-Engineer Firms which meet the requirements described in this announcement are invited to submit one (1) original, four (4) copies and one (1) CD of the completed SF 330. If the SF 254 / SF 255 is submitted for this solicitation, they will not be reviewed or considered. The SF 330 should be typed and one-sided, at least 12 pitch font or larger. Part I shall not exceed 50 single sided 8.5 x 11 inch pages. The CPARS/ACASS and PPQs are not included as part of this page limit. Include these documents in a separate section immediately following Part I of the SF 330. As an attachment, provide an organization chart of the proposed team (Section D of the SF 330) showing the names and roles of all key personnel listed in Section E with the associated firm as listed in Section C. Please include your DUNS, CAGE, and TIN numbers in Block 30 of the SF330. Failure to submit a completed SF330 as required may result in an offeror's elimination from consideration.

Responses are due no later than **December 16, 2014 @ 2:00 p.m. EST**. Responses may be sent via United States Postal Service (USPS) to the following mailing address: Naval Facilities Engineering Command, Mid-Atlantic, Attn: HR IPT Vivienne Moore, Bldg Z-144, Room 225, 9742 Maryland Avenue, Norfolk, Virginia 23511 or may be sent via Express Mail (FedEx, UPS) to the following address: Naval Facilities Engineering Command, Mid-Atlantic, Attn: HR IPT AQ OPHA, 9324 Virginia Avenue, Norfolk, Virginia, 23511. Late responses will be handled in accordance with FAR 52.215-1. Hand carried responses will not be accepted. Electronic (E-mail, facsimile, etc.) submissions are not authorized. **THIS IS NOT A REQUEST FOR PROPOSAL**. Firms responding to this notice by (date and local time) will be considered. Inquiries concerning this project should include solicitation number, title, and point of contact. This is a new requirement.

Inquiries concerning this project shall be made not later than COB **December 05, 2014**. Inquiries must include solicitation number, title, and submitted via Email to vivienne.moore@navy.mil.